

OCCUPANTS EMERGENCY EVACUATION PLAN

**AGENCY: FARM SERVICE AGENCY
OFFICE OF CIVIL RIGHTS
UNITED STATES DEPARTMENT OF AGRICULTURE**

**LOCATION: SUITE 580-B
THE PORTALS BUILDING
1280 MARYLAND AVENUE, S. W.
WASHINGTON, D. C. 20024
GSA BUILDING NUMBER: 80570**

EMERGENCY PHONE NUMBERS AND PROCEDURES FOR BOMB THREATS AND FIRE

- 1. Call 911 to notify proper authorities.**
- 2. Call Republic Properties Building Management (202) 863-4048, so they can activate the alarm to alert other tenants of the emergency.**
- 3. Call the Federal Protective Service (202) 708-1111.**
- 4. Call the 5th Floor USDA Security Officer Desk (202) 720-6387.**
- 5. Notify co-workers of the specific emergency, so they can evacuate the building and proceed to the designated assembly area.**

Revised May 2005

INTRODUCTION

This Occupant Emergency Evacuation Plan (OEEP) provides guidance to coordinators, team members, administrative officers, and supervisors, to effect the safe evacuation of the Farm Service Agency, Office of Civil Rights (FSA-CR) personnel in the Portals Building.

The OEEP prescribes the initial actions to be taken in the event of an emergency (such as fire, bomb threat) to ensure correct and decisive reaction to the emergency.

The objectives of the OEEP are:

To provide quick, orderly, and safe evacuation of the building;

**To maintain the impact of emergencies upon the safety and well-being of personnel;
and**

To protect government assets against loss or damage.

A timely, decisive, pre-defined response by trained personnel will ensure that emergency situations will be dealt with quickly and effectively. By such response, injury to personnel and damage to facilities can be avoided or minimized. The best means of avoiding loss situations are to take adequate preventive actions.

The plan provides guidance for dealing with evacuation situations that may render FSA-CR inoperative and unable to perform normal business. It includes notification lists and information for individuals who are responsible for executing required actions and appropriate personnel responsible for implementing the plan (e.g., designated officials, team leaders and members).

NOTE: During all building evacuations, only emergency personnel or members of the Evacuation Team shall be admitted to the building at any entrance deemed necessary by those persons to carry out their emergency duties.

GENERAL INFORMATION

WHAT BUILDING OCCUPANTS SHOULD KNOW:

All Occupants Shall:

1. Familiarize themselves with the locations of fire extinguisher and fire alarm manual stations.
(Refer to Attachment A - Floor Plan.)
2. Know the locations of the stairwell exits and evacuation assembly points.

Refer to:

Attachment A - Floor Plan

Attachment B - Fire and Bomb Threat Assembly Areas

Attachment C - Portals Assembly Points

3. Recognize the sound of the fire alarm (**a recorded emergency announcement, continuous buzzer and flashing lights**).
4. Know how to activate the fire alarm. The fire alarm may be activated by pulling down any manual pull stations. (**Fire alarm is located to the right of the stairwell #3 doorway. The “Fire Extinguisher” –after you exit the kitchen door into the hall, it is located on the left side of the kitchen door.**
5. Know who to call: (**Refer to Emergency Numbers on Front Page**)
6. Proceed directly to your designated stairwell exit (**Stairwell #3 located beside the FSA-CR Conference Room**) whenever the fire alarm is heard. **STAY TO THE RIGHT OF THE STAIRWAY!!!**
7. Proceed to your designated assembly sight (**13th Street between C and D Streets**). (**Refer to Attachments B and C**).
8. Remain Calm.
9. Know the members of your evacuation team and their assigned responsibilities. (**Refer to Page 2, Section 2**)
10. Participate in the practice emergency evacuation drills.
11. **DO NOT ATTEMPT TO REMOVE YOUR CAR FROM THE PARKING GARAGE OF THE BUILDING!!!!**
12. Await the “ALL CLEAR SIGNAL” (**A “Fog Horn” will be used to give this signal**)

FSA-CR EVACUATION TEAM

ROLES AND RESPONSIBILITIES:

The FSA-CR Evacuation Team controls all FSA-CR activities related to emergency and evacuation procedures in the Portals Building. Authorization to evacuate the building is the responsibility of the General Services Administration/Federal Protective Services Physical Security Specialist. The responsibilities of the FSA-CR Evacuation Team are:

Floor Team Members:

Floor Monitor: Dr. David Adams

Alternate Floor Monitor: Carmen Martinez

- a. Assists the Designated Official. Maintains communication with Command Center during an emergency; provides progress reports on evacuation; notifies Command Center when floor is completely cleared.
- b. Designates exact boundaries of floor areas and assigns responsibilities for these areas.
- c. Makes necessary changes in floor organization with the approval of the Floor Team and Occupant Emergency Coordinators.

- d. Supervises evacuation of assigned floor, and directs orderly flow of persons during fire drills and other emergencies along prescribed routes, including orderly exit from the building at the first floor or ground floor.
- e. Inspects assigned area and ensures that all persons have vacated the floor.
- f. Reports to Command Center when floor evacuation is complete.

Area Monitors:

Carl Holmes - - - - - Program Branch
 Cathy Thompson- - - - - -Employment Branch
 Deborah Lombardino- - - - - Counseling and Mediation Branch
 Carmen Martinez - - - - - Director's Staff

Area Monitor Alternates:

Cleatus Robinson - - - - - -Program Branch
 Holiday Jones- - - - - -Employment Branch
 Joanne Scott- - - - - -Counseling and Mediation Branch
 Lisa Fyall - - - - - Director's Staff

- (a) Report to assigned area.
- (b) Initiate evacuation of occupants, including persons with disabilities.
- (c) Check assigned areas to ensure all occupants are evacuated, particularly rooms where persons with disabilities are located.
- (d) Notifies Floor Monitor when each area has been completely cleared.
- (e) Ensures that evacuation routes are clearly identified and made known to occupants.
- (f) Directs orderly flow of persons during drills and emergencies, along the prescribed evacuation routes.
- (g) Ensures that doors are closed, lights are on, and electrical appliances are off during fire evacuations
- (h) Ensures that doors are left open and lights are on during bomb threat evacuations.
- (i) Supervises "Stairwell Monitors" and "Monitors for the Handicapped"; maintains list of handicapped persons, providing revisions to the "Floor Monitor".

3. Stairwell Monitor: Dr. David Adams

- (a) Supports the "Area Monitors".
- (b) **If evacuating because of a bomb threat, searches stairwell.**
- (c) Controls movement of persons on stairways, keeping them in single file and moving steadily at a walking pace; instructs persons to grasp handrails.
- (d) Keeps door open to stairway until the area/wing is clear.
- (e) Restricts and monitors use of stairwells as necessary.
- (f) Assigns "Monitors for the Handicapped", *one per handicapped person.*
- (g) *Posts sign on door indicating area has been evacuated.*

4. Monitor for the Disabled: Each branch is responsible for their own colleagues. The "Area Monitors" and "Supervisors/Team Leaders" should be responsible for their workers.
NOTE: Disabled employees are to be taken to the designated stairwell by their assigned partner and escorted to the designated assembly area.

- (a) Ensures that disabled personnel are evacuated.
- (b) Ensures that all disabled personnel in area are notified of the necessity to evacuate.
- (c) Ensures that all disabled personnel are evacuated to the stairwell.
- (d) Notifies the "Area Monitor" or "Floor Monitor" that the disabled personnel have been evacuated to the safe area (stairwell, unless otherwise designated)
- (e) Remains in the safe area with the disabled personnel.
- (f) Moves the disabled personnel to a different location if required. If help is needed, call the D. C. Fire Department using the telephone installed in the stairwell.

DISABLED EMPLOYEES IN SUITE 580B

<u>Employee</u>	<u>Disability</u>	<u>Phone#</u>	<u>Partner</u>
Mr. John Davis	Sight Impaired	401-7169	Dr. David Adams

ALTERNATES FOR DISABLED EMPLOYEES IN SUITE 580B

<u>Employee</u>	<u>Disability</u>	<u>Phone#</u>	<u>Alternate</u>
Mr. John Davis	Sight Impaired	401-7169	Cleatus Robinson

FIRE ALARMS

IF YOUR EXIT ROUTE IS BLOCKED BY SMOKE:

1. Stay calm, crawl low **in smoke**. The air is easier to breathe near the floor.
2. If trapped in a room, close all the doors between you and the smoke. Seal the cracks around the doors and vents.
3. If possible, open windows slightly at the top and bottom to let fresh air enter.
4. Proceed to a window marked with an **X**, and **signal for the rescuers**. These windows are breakable and will allow the fire department personnel to rescue you from the building.
ONLY THE FIRE DEPARTMENT PERSONNEL ARE TO BREAK THESE WINDOWS!! If there is a phone in the room, give the fire department your exact location, even if they are at the scene. **(The X windows in our suite are located behind the desks of Cleatus Robinson, Jeffrey Hayden, and John Toles.)**

IF YOU DISCOVER FIRE:

You Should:

1. Sound the fire alarm, no matter how small the fire seems to be.
2. **Call EACH OF the Emergency Numbers. (Refer to Emergency Numbers on Front Page)**
3. Close all doors behind you, especially the door to the burning room.
4. Proceed directly to the exits. **DO NOT USE THE ELEVATORS.**

5. Go quickly and calmly to the ground floor and exit immediately. **STAY TO THE RIGHT OF THE STAIRWAY!!!**
6. Proceed to your designated assembly area. **(Refer to Attachments B and C)**
7. In all instances, follow the directions of fire and security personnel.
8. **DO NOT ATTEMPT TO REMOVE YOUR CAR FROM THE PARKING GARAGE OF THE BUILDING!!!!**

IF THERE IS FIRE OR SMOKE NEAR YOUR OFFICE:

1. Sound the fire alarm, no matter how small the fire seems to be.
2. Call each of the Emergency Numbers. **(Refer to Emergency Numbers on Front Page)**
Don't assume that anyone else has called them. If there is time, call D. C. Fire Department at (202) 342-6390 and repeat the same information. Tell them the floor, room or suite number, street address, and any other things that can identify the affected area and what you have seen.
3. Before trying to leave the office, place your hand on the door, palm down. If the door feels warm to the touch within five (5) seconds, do not attempt to open as this indicates the presence of a dangerous fire condition in the corridor.
4. *If you feel that the corridor can be used, alert occupants of other areas on your floor and proceed to the closest exit stairs.* Be sure to close your door and the stair door behind you.
DO NOT ATTEMPT TO USE THE ELEVATORS.
5. *If your door is warm to the touch or there is heavy smoke in the corridor, keep the door closed. Seal cracks around the door and any other places where smoke appears to be entering with wet towels if possible.*
6. *If some smoke enters your office and you have windows which can be operated,* open one slightly. In areas having windows which cannot be opened, merely drop to the floor and crawl to the nearest exit.
7. *If you are not able to leave your area,* drop to the floor and crawl to a window marked with an **X** and signal the rescuers. These windows are breakable and will allow the fire department personnel to rescue you from the building. **ONLY THE FIRE DEPARTMENT PERSONNEL ARE TO BREAK THESE WINDOWS!!** If there is a phone in the room, call the fire department and give your exact location, even if they are at the scene. **(The X windows in our suite are located behind the desks of Cleatus Robinson, Jeffrey Hayden, and John R. Toles.)**
8. **IN THE EVENT OF A FIRE, AVOID PANIC.**

BOMB THREATS

1. Call each of the Emergency Numbers. **(Refer to Emergency Numbers on Front Page)**
2. Record information about the person calling in the bomb threat on the "Bomb Threat Form".
3. Proceed directly to our designated exit (**Stairwell #3 located next to our conference room.**)
DO NOT USE THE ELEVATORS.
4. Go quickly and calmly to the ground floor and exit immediately. **STAY TO THE RIGHT OF THE STAIRWAY!!!**
5. Proceed to the Bomb Threat Assembly Site. **(Refer to Attachments B and C)**
6. In all instances, follow the directions of fire and security personnel.
7. **DO NOT ATTEMPT TO REMOVE YOUR CAR FROM THE PARKING GARAGE OF THE BUILDING!!!!**

PORTALS EVACUATION TEAM

ROLES AND RESPONSIBILITIES:

A. Landlord's Agents

Personnel designated as the Landlord's agents and responsible for inspecting the facility on a daily basis are:

Larry Traina, Chief Engineer
Ron Wilkerson - Assistant Chief Engineer

The engineers check the following on a daily basis:

1. Main fire alarm panel
2. Fire alarm annunciator panels
3. Dry pipe sprinkler room
4. Main electric room
5. Exit lights
6. Fire extinguishers

B. Hills Security Service

The watchman makes daily rounds on all stairway doors. He ensures that all doors are closed, locked and clear of any encumbrances. Doors are checked for proper panic bar operation.

C. Evacuation Team

The Evacuation Team controls all activities related to emergency and evacuation procedures in the Portals Building. Authorization to evacuate the building is the responsibility of the Designated Official (**General Services Administration/Federal Protective Services Physical Security Specialist**).

D. Designated Official

General Services Administration/Federal Protective Service

Telephone: 202-708-1111

1. The Designated Official will be a senior member of the Civil Service assigned to the Portals Building. The Designated Official will be identified and appointed by the Federal Protective Service.
2. Directs the development and implementation of the evacuation plan.
3. Identifies and establishes working relationships with appropriate federal, state, and local agencies.
4. Reports to the Evacuation Command Center
5. Reports incoming information and recommends appropriate course of action
6. Serves as liaison with Federal and local law enforcement agencies, fire and rescue personnel, safety and health, and Evacuation and Security Team

The Northeast Lobby (**1250 ENTRANCE**) is the Evacuation Command Center location. Persons reporting to the Evacuation Command Center and their responsibilities are:

E. Building Manager

Director of Property Services, Republic Properties
Telephone: (202) 202-863-0300

1. Ensures that evacuation routes are clearly identified and posted on bulletin boards, corridor intersections, and office exits; and are known to occupants.
2. Provides pertinent information about the building and its operations and maintenance systems.
3. Oversees HVAC, electrical, and computer center operations during evacuation emergencies.
4. Works with the Floor Monitor.
5. Directs the activation of the evacuation alarm systems.
6. Makes recommendations for the use of facilities and equipment.
7. Maintains emergency call list for utilities and hazardous substances contacts.

Building Information:

1. Fire Alarm System and Signals:

All office, special use, and mechanical space in FSA-CR Portals is equipped with a zone fire alarm system. The alarm is a continuous buzzer and flashing lights.

Fire alarm pull boxes are located on each floor adjacent to the stairwell exit doors. Fire alarm pull boxes activate the building alarm system for that floor and automatically notify the D.C. Fire Department and the Federal Protective Service.

Evacuation of the Portals Building is selective by floor. Only floors where the alarm is sounding are evacuated. In the event the emergency requires evacuation of the entire building, alarms will sound simultaneously on all floors.

2. Sprinkler system

The Portals Building is equipped with a fire suppression sprinkler system, smoke detectors, and a zone fire alarm system. The fire alarm system is activated automatically when a smoke detector or sprinkler goes off or manually when a fire alarm pull box is activated.

3. Emergency Lighting System:

Auxiliary lighting units in hallways, stairways, center office space, and rest rooms are activated during power failure. In the event of a major power failure, a determination to evacuate will be made within 30-45 minutes of the power failure.

Emergency Procedures

A. EVACUATION PROCEDURES

These procedures are followed once a zone or full building evacuation has been ordered.

Occupant Evacuation Procedure

When the alarm system sounds, (a continuous buzzer and flashing lights), enter the nearest stairwell exit and evacuate the building immediately. Floor Monitors and Area Monitors will be available to insure that all personnel are evacuated. They have been appointed and will be trained in evacuation

Persons with disabilities are also to be taken to the nearest stairwell exit. **The Floor Monitor and Partners of each disabled employee will assist the disabled employees get to the nearest stairwell exit and designated assembly area.**

A "Fog Horn" will be used to give the all clear to re-enter the building. Therefore, all occupants should wait until the all clear is given to re-enter the building. **Under no circumstances are occupants to congregate around the circle driveways on the P2 or first floor levels. THESE AREAS MUST REMAIN CLEAR FOR EMERGENCY VEHICLES AND RESPONSE PERSONNEL.**

C. PROCEDURES IN THE EVENT OF:

1. Fire

a. Designated Official/Evacuation Team Leader

- (1) Report to 1st Floor Lobby
- (2) Authorize building evacuation procedures
- (3) Notify appropriate agency officials

b. Floor Monitor/Alternate Floor Monitor

- (1) Supervise evacuation of assigned floor
- (2) Verify evacuation
- (3) Inspect area to ensure total evacuation
- (4) Report to Floor Team Coordinator when floor evacuation is complete

c. Area Monitors

- (1) Report to assigned zone
- (2) Initiate evacuation of occupants, including persons with disabilities
- (3) Check all rooms in zone to ensure all occupants are evacuated, particularly rooms where persons with disabilities are located
- (4) Report status to Floor Monitor, including any relocation of persons with disabilities
- (5) Evacuate building

d. Elevator Lobby Monitors

- (1) Direct flow of persons with disabilities into elevators
- (2) Continuously call down elevator for use to evacuate persons with disabilities as required to ensure all are evacuated
- (3) Check all rest rooms to ensure all are empty of occupants
- (4) Notify Floor Wardens of completion of evacuation
- (5) Evacuate with Floor Warden

2. Bomb Explosion

a. Designated Official/Evacuation Team Leader

- (1) Report to 1st Floor Lobby
- (2) Authorize building evacuation procedures
- (3) Notify appropriate agency officials. Activate Evacuation Team
- (4) Provides pertinent information about the building and its operations and maintenance systems
- (5) Verify General Services Administration/Federal Protective Service response (708-1111)

b. Floor Monitor/Alternate Floor Monitor

- (1) Supervise evacuation of assigned floor
- (2) Verify evacuation
- (3) Inspect area to ensure total evacuation
- (4) Report to Floor Team Coordinator in Northeast Lobby when floor evacuation is complete

c. Area Monitors

- (1) Report to assigned zone
- (2) Initiate evacuation of occupants, including persons with disabilities
- (3) Check all rooms in zone to ensure all occupants are evacuated, particularly rooms where persons with disabilities are located
- (4) Report status to Floor Monitor, including any relocation of persons with disabilities

d. Elevator Lobby Monitors

- (1) Direct flow of persons with disabilities into elevators
- (2) Continuously call down elevator for use to evacuate persons with disabilities as required to ensure all are evacuated
- (3) Check all rest rooms to ensure all are empty of occupants
- (4) Notify Floor Wardens of completion of evacuation
- (5) Evacuate with Floor Warden

3. Bomb Threat/Suspicious Object

a. Designated Official/Evacuation Team Leader

- (1) Report to First Floor Lobby
- (2) Authorize building evacuation procedures
- (3) Notify appropriate agency official
- (4) Verify General Services Administration/Federal Protective Service response (708-1111)

b. Floor Monitor

- (1) Activate zone and elevator lobby monitors to search public areas (corridors, stairwells) within their zone stairwells, corridors, etc.) for suspicious looking packages,
- (2) Alert area monitors of the possibility of an evacuation,
- (3) Report conditions to Floor Team Coordinator

c. Area Monitors

- (1) Conduct search of public areas within zone (corridors, stairwells, rest rooms, etc.) for suspicious looking packages
- (2) Assist Bomb Disposal Unit as required
- (3) Report conditions to Floor Wardens
- (4) Prepare for evacuation if necessary

d. Elevator Lobby Monitors

- (1) Conduct search of public areas within zone (corridors, stairwells, rest rooms, etc.) for suspicious looking packages
- (2) Assist Bomb Disposal Unit as required
- (3) Report conditions to Floor Wardens
- (4) Prepare for evacuation if necessary

4. Hazardous Materials/Gas Leak

a. Emergency Response Leaders

- (1) Immediately report to area of leak
- (2) Determine nature and severity of leak
- (3) Determine degree of response needed and notify Republic Properties at 863-0300 immediately
- (4) Notify appropriate organization to contain leak or hazardous material (fire dept., hazardous materials team, or GSA/FPS)
- (5) Inform Designated Official of status and action taken
- (6) Initiate zoned or building evacuation

Floor Team Coordination

- (1) Remain on standby in case an evacuation is ordered
- (2) Implement evacuation procedure upon order

Water/Flooding

Stand by to monitor status of emergency and report to agency official

Emergency Response Leader/Floor Team Coordinator

- Immediately report to area of water/flooding
- Determine degree of response needed and directs appropriate staff to:
- Move papers/files to a secure area and protect official documents
- Provide plastic drop cloths and assist uncovering all furniture as precaution against any further damage
- Separate materials into three categories to dry (based on saturation—slight, moderate, heavy)
- Store critical material which is saturated loosely on its side in plastic/wooden crates
- Contact document restoration companies for services as required
- Assure safe transfer to document restoration company carrier for transport to their facility
- Assure custodial services contractor is immediately alerted to start cleanup action

6. Program Area Responsibility

Program area heads, will ensure:

- (a) A ‘buddy’ system is in place to assist persons with disabilities.
- (b) Evacuation guidance is provided for persons with disabilities.
- (c) Reviews and updates of Floor Monitors and Area Monitors are submitted to Floor Team Coordinator quarterly starting October 1.

7. Exterior Assembly Area

- a. All personnel will exit the nearest stairway to the exterior of the Portals Building. All personnel will then proceed to the Assembly Area (Attachments B & C) by the previously rehearsed route. Personnel will unite with their appropriate group (according to floor) at the Assembly Area (Attachments B & C).
- b. At the Assembly Area, Team Leaders (both contractors and employees) will conduct a 100% personnel accountability check and report the results to the Evacuation Team Leader or his assistant.
- c. All personnel will remain at the Assembly Area until the Evacuation Team Leader gives an all clear signal or other directions.
- d. When the all-clear signal is given, all personnel will return to the Portals Building via the most direct route.

